

From the principal: death of a staff member

(Date)

Dear Parent or Guardian,

It is with great sadness that I write to tell you of the death of (first and last name), a (long-time, beloved) staff member at (name of school).

(Mr./Ms./Mrs. last name) taught (grade level) until illness forced (him or her) to take a medical leave-of-absence (or retire).

If details of the illness are known and the deceased's family has given permission to make them public: As you may know, (he/she) was (diagnosed with ... or suffered from ... or was stricken by name of disease or condition) in (date). We were notified today by (family/friend) that after a (lengthy/short) treatment, (he/she) lost (his/her) battle against the (disease/condition) on (day).

The family has requested (directives here regarding flowers or memorial donations). A (public/private) memorial service will be held (day, date and time). If you would like to send a card to the family, send it to school and we will make sure it is delivered.

If the school plans a separate memorial service, assembly, dedication or tree planting in honor of this person, describe that event here and include date and time. Or if a date has yet to be set, inform the parents of that in this space.

(Name of deceased) was a special member of the (school name) family. (Include brief work history or some extracurricular activities he/she supervised). (He/she) will be missed. (Mr./Ms./Mrs. name of substitute teacher) who has filled in for (name of deceased) will be here (through the end of the year or until someone is hired.)

Students in grades (list grade levels) were informed today of (name of deceased's) passing. Each will respond differently and we encourage you to have some conversation with your child this evening. Some may be more troubled than others by the news.

If you would like to have your child talk with our school counselor tomorrow, please contact (counselor's name) at (phone number or email address).

Sincerely,

(Name)

Principal